Message from Paul Jablonski, CEO

I have been in transit my entire working life. I started as a bus driver in Massachusetts and now I am the CEO of one of the best transit systems in North America. Without a doubt, transit is a fantastic career choice. For people who want to work hard in an exciting environment, it provides exceptional growth and advancement opportunities. At the same time, it provides great benefits for you and your family. I invite you to check **www.sdmts.com** often and apply for a career with MTS. You never know where a job in transit will lead you!

Application and resume may be submitted to MTS via:

U.S. Mail

MTS Human Resources Department
1255 Imperial Avenue, Suite 1000
San Diego, CA 92101

Fax

619-234-1047

Email

jobs@sdmts.com

Job Announcement

Scanning Technician (Part-time, Temporary)

As the largest provider of public transportation in San Diego County, and 2009 winner of the American Public Transportation Association's award for Most Outstanding Public Transit System, the Metropolitan Transit System (MTS) is committed to providing exceptional service to the people of the San Diego region.

Every year more than 85 million people ride MTS buses and Trolleys. We have more than 80 fixed-route bus lines and 54 miles of Trolley service. Our fleet of compressed natural gas buses and electric Trolleys allow MTS to be one of the greenest companies in San Diego. As our region continues to grow, there will be a greater dependence on public transportation to help achieve mobility goals. The long-range transit plan for the region envisions several new trolley lines and Bus Rapid Transit lines, some of which will come on line in the next two years. And plans are progressing to expand the Trolley 11 miles from Old Town to UCSD and University Town Center. MTS is one of the most modern and dynamic public transportation systems in North America and we would love for you to help us achieve our goals!

Summary

This position works under the supervision of Human Resources employees to prepare employee personnel files for scanning.

Please note: This is a temporary, as-needed, part-time hourly position that requires working a minimum of 20 hours per week to a maximum of 35 hours per week. The hours for this position can vary between 7:00 a.m. – 6:00 p.m., Monday through Friday.

This position is not eligible for benefits. However, all Scanning Technicians will receive a transit pass, which will enable them to ride MTS buses and trolleys for free during the assignment. This assignment will last roughly between 6-12 months and the length of each Technician's assignment will depend on MTS' need.

Example of Duties

Essential Functions

- Removing staples and paperclips from documents
- Arranging documents for scanning
- Scanning documents into digital format using the Kofax Capture document system
- Verifying and validation of documents once scanned into the system
- Maintaining confidentiality of personnel information
    - Must be 100% compliant with "Confidentiality and Nondisclosure Agreement"

The San Diego Metropolitan Transit System is an Equal Opportunity Employer. Women and minorities are encouraged to apply.

General

Applicants must satisfactorily pass all applicable pre-employment examinations including, but not limited to, a pre-employment physical and a background check.

Salary

$10.00 per hour, plus free transit pass

Qualifications

Knowledge, Skills and Abilities

Knowledge of or ability to learn MTS policies and regulations, ability to read, understand, and apply MTS policies and regulations; ability to speak clearly and distinctly; ability to establish and maintain priorities in order to complete assignments by deadlines without detailed instructions. Ability to work independently, as well as a part of team.

Minimum Qualifications

- Candidates must be at least 18 years of age
- Candidates must have the ability to stand and/or sit for extended periods of time
- Candidates must be able to lift up to 25 lbs.
- Computer literacy is a must, scanning experience is highly desirable
- Experience working with confidential information is highly desirable